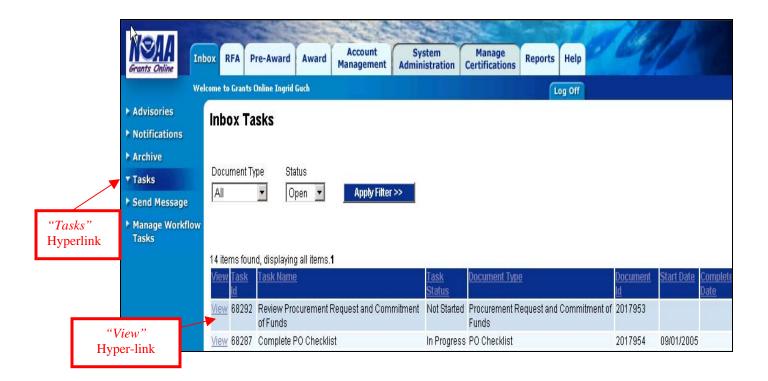
<u>Grants Online Requestor and Request Authorizing Official</u> **Quick Reference Guide**

The purpose of this document is to provide the Requestor and Request Authorizing Official with a step-by-step process for reviewing and approving the Procurement Request and Commitment of Funds document in Grants Online.

Step 1: Log into Grants Online and select the "Tasks" hyperlink from the menu bar on the left.

Step 2: The Requestor and Request Authorizing Official should locate the task entitled "Review Procurement Request and Commitment of Funds". Select the "View" hyperlink from the "Review Procurement Request and Commitment of Funds" task that you would like to modify.



Step 3: Select "Review Procurement Request and Commitment of Funds" from the "Action" drop down menu and click the "Submit" button. This will take you to the "Procurement Request and Commitment of Funds" details page.

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Step 4: The next screen is the "Procurement Request and Commitment of Funds" details page (found on the next page).

On this page, the Requestor and Request Authorizing Official should review the "Procurement Request and Commitment of Funds" document, validating the following information:

Active Procurement Requests	Affected Reference Number
Withdrawn Procurement Requests	EIN Number
Federal Share Amount	Shipped To and From Addresses
Request Authorizing Official	Requisition Contact Person/Number
Requestor	Line Item Description
Invoice Address	Clearances/Remarks
Requisition Number	ACCS Lines

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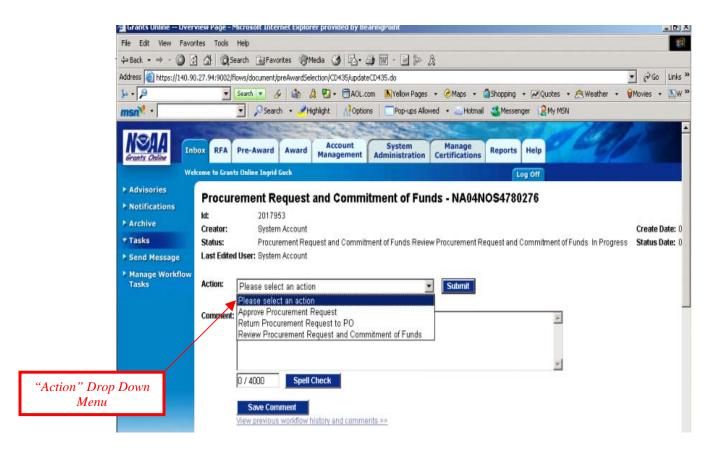
Step 5: After reviewing the document, select the "Save and Return to Main" button located at the bottom of the screen.

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Step 6: The next screen is the "Procurement Request and Commitment of Funds" home page. From the "Action" drop down menu, you will have the option to "Approve the Procurement Request," "Return the Procurement Request to the Program Officer" or "Review the Procurement Request." After selecting your action, select the "Submit" button.

From the action drop down menu, if you select:

- "Approve the Procurement Request"- the document will be available for the next person in the workflow for their review and approval.
- "Return the Procurement Request to the Program Officer" a task will be forwarded back to the Program Officer requesting revisions.
- "Review the Procurement Request" the "Procurement Request and Commitment of Funds" details page will appear for review.



Step 7: If you "Approve the Procurement Request" or "Return the Procurement Request to the Program Officer," and select "Submit", you will be returned to your "Task" inbox. From here, you will see that there is no longer a task to "Review Procurement Request and Commitment of Funds."

If you have questions or comments about the Grants Online Requestor and Request Official Quick Reference Guide, contact the Grants Online Help Desk at 301-713-1000 or via email grantsonline.helpdesk@noaa.gov, for further assistance.